

## Girl Scout Banking Account Information

1. All troop, group, or service unit funds must be deposited in a bank account under the name "Girl Scout Council of Colonial Coast (GSCCC), Troop # (or group, service unit) \_\_\_\_\_", and using the Girl Scout Council of Colonial Coast Tax ID# 54-1158412.
2. A minimum of two signatures are required to open an account. Authorized signatures should include a leader, co-leader and optional: group adviser, service unit treasurer (may not include relatives, spouses or significant others). Two debit cards (not credit card) may be attached or opened with a troop account.
3. Monthly bank statements should be sent directly to the person responsible for the account, not to GSCCC office.
4. Maintain a file with all bank statements and purchase receipts. This information will be needed for completion of required financial reports.
5. All troops/service units shall submit a financial report to their designated Council representative annually, at the time a group disbands, or more often as requested.
6. Submit a new form if bank account information changes. A new form must be completed annually at the beginning of each membership year.

If you have questions, please do not hesitate to contact your staff representative.

Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_ Name of person handling the account \_\_\_\_\_

Bank Name \_\_\_\_\_

Branch \_\_\_\_\_ Branch Phone # \_\_\_\_\_

Account # \_\_\_\_\_ Inquiry # (if applicable) \_\_\_\_\_

☐ Checking Account ☐ Savings Account

List authorized persons on the account and their phone numbers. Minimum of two signatures required.

1. Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
2. Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
3. Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

By signing this form, I am acknowledging that I have read GSCCC's *Volunteer Essentials* and I understand my responsibilities related to handling troop/service unit funds and will conduct financial transactions with integrity and honesty and act in a responsible ethical manner.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Girl Scouts of the Colonial Coast  
Attn: Volunteer Support  
912 Cedar Rd  
Chesapeake, VA 23322  
(757)547-4405 1(800)77SCOUT  
customercare@gscce.org